

Acceptance of Maternity Leave Request

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Your Position]

Subject: Maternity Leave Request Approval

Dear [Employee's Name],

We are pleased to inform you that your request for maternity leave has been approved. Your leave will commence on [Start Date] and will continue until [End Date]. During this time, please ensure a smooth transition of your responsibilities.

We wish you all the best during this important time in your life and look forward to your return.

Should you have any questions or require further assistance, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Company Name]